



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361 - 0001

IN REPLY REFER TO
NAVAIRINST 12351.1B
AIR-711
1 Jun 87

NAVAIR INSTRUCTION 12351.1B

From: Commander, Naval Air Systems Command

Subj: REDUCTION IN FORCE (RIF) PROCEDURES OF CIVILIAN PERSONNEL

Ref: (a) SECNAVINST 12351.5B
(b) OPNAVINST 5700.12B (NOTAL)

Encl: (1) Fact and Justification Format

1. Purpose. To provide guidance, prescribe procedures and assign responsibilities for reductions in force (RIF's) within the Naval Air Systems Command (NAVAIR).
2. Cancellation. This instruction supersedes NAVAIR Instruction 12351.1A of 5 April 1978.
3. Background
 - a. Reference (a) modifies procedures for requesting involuntary separations, transfers or furloughs of 50 or more civilian employees. Under previous guidance, requests for RIF's of 50 or more employees were submitted via the chain of command to the Navy Secretariat for approval. However, the new guidance directs that such requests be submitted directly to the Secretariat (except that nonindustrial fund activities must submit requests to the Chief of Naval Operations (CNO)), with copies of the requests submitted to the command headquarters. The new procedures have the advantage of reducing the amount of time an activity has to wait for a reply; however, it increases the likelihood that the headquarters will not be involved in the decision process. Since the headquarters may have access to resources which could minimize the size of a RIF, or in some cases eliminate the need for one, it is important that the headquarters have an early involvement in the decision to conduct a RIF.
 - b. Reference (b) delegates to this headquarters the authority to approve RIF's for fewer than 50 civilian employees (cumulative for the fiscal year) or 10 percent, whichever is less. The same reference also requires annual reports on RIF's showing the number of RIF's approved, the number of employees adversely affected by RIF's, and the number of involuntary separations.
4. Policy. The Department of the Navy's (DON) policy is to accomplish civilian personnel reductions through attrition whenever possible. Involuntary separations through RIF

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procedures will occur only when attrition and reassignments fail to accomplish the necessary reductions. In keeping with the DON policy of minimizing RIF separations, heads of field activities and headquarters staff personnel will work closely to find ways of keeping RIF separations to a minimum.

5. Procedure

a. The following procedure will be used in processing requests for RIF actions involving the involuntary separation, transfer or furlough of 50 or more civilian employees:

(1) Prior to submitting a request for RIF approval, heads of field activities will discuss the reason a RIF request is being planned with the Naval Air Systems Command Headquarters (NAVAIRHQ) primary support official (PSO); i.e., the Deputy Assistant Commander for Navy Ranges and Field Activity Management (AIR-42), the Deputy for Rework Activities (AIR-43), or the NAVAIR Acquisition Executive and Deputy Commander for Program Support (AIR-01) as appropriate. The PSO in turn will notify the appropriate headquarters personnel, e.g., the Deputy Commander (AIR-07), the Assistant Commander for Systems and Engineering (AIR-05), the Comptroller (AIR-08), the Director, Congressional and Public Affairs Office (AIR-07D), the Director Civilian Personnel Program Division (AIR-711), and the Deputy Equal Employment Opportunity (AIR-00K).

(2) Upon agreement between the head of the field activity and the PSO that the headquarters efforts will be insufficient to eliminate the need for a RIF, the head of the field activity will submit a formal request for RIF approval to the Navy Secretariat or to the CNO, as appropriate, with a copy to NAVAIRHQ (AIR-07) per reference (a).

b. For RIF requests involving the separation, transfer or furlough of fewer than 50 civilian employees, heads of field activities will submit the requests for RIF's to the Commander, Naval Air Systems Command (AIR-07), and include in the submission a Fact and Justification sheet in the format of enclosure (1). The cognizant PSO will be given the request for coordination. The PSO will be responsible for notifying the personnel shown in paragraph 5a(1) of this instruction. The notification and request for comments will be made by the PSO no later than 2 business days following receipt of the correspondence. AIR-07D will determine if the RIF is likely to have Congressional interest; if so, AIR-07D will notify the Navy Office of Legislative Affairs (OLA). All comments to the PSO should be submitted within 5 workdays of receipt of the PSO's request for comment. No later than 10 workdays after receipt of the field activity's request, the PSO should ensure a written reply is presented to the Deputy Commander or the Vice

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Commander for signature. If the OLA clearance has not been received, a RIF may be approved with a contingency that no RIF notice be issued until such clearance has been received.

6. Action. Heads of field activities and NAVAIRHQ personnel will ensure that the procedures outlined in this instruction are followed and every effort is made to meet the targeted deadlines.



R. V. JOHNSON
Deputy Commander

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FACT AND JUSTIFICATION FORMAT

1. Fact Sheet on: _____
(name of activity)

2. Nature of Action & Proposed/Projected Effective Date:

3. Reason for Action:

4. Impact of the Action:

a. Civilian Personnel. Authorized end-strength as of
(date):

(1) For total activity _____

(2) For function(s) where reduction in force (RIF) will
occur, e.g., department, division, etc. (if applicable) _____

Number of permanent onboard employees as of (date):

(1) For total activity _____

(2) For function(s) where RIF will occur (if
applicable) _____

Estimated number of temporary employee terminations

Number anticipated RIF separations (state GS or
WG) _____

b. Funding. Anticipated savings vs. cost of proposed action.

e. EEO Impact. Total Number Permanent Work Force:

	Caucasian	Black	Hispanic	Handicapped	Other
Male/Female (M/F)	M/F	M/F	M/F	M/F	M/F

(Enter numbers)

Total Number Affected:

	Caucasian	Black	Hispanic	Handicapped	Other
Male/Female (M/F)	M/F	M/F	M/F	M/F	M/F

(Enter numbers)

d. Number of involuntary RIF separations
to date this fiscal year _____

5. Assistance to Affected Civilians

Briefly describe efforts. (Specific actions which will be taken.)

6. Labor Organizations Affected (Specify name. If none, so state.):

7. Name and telephone of individuals at this activity who can provide detailed additional information:

a. Name: _____

b. Telephone: (autovon) _____

(commercial) _____